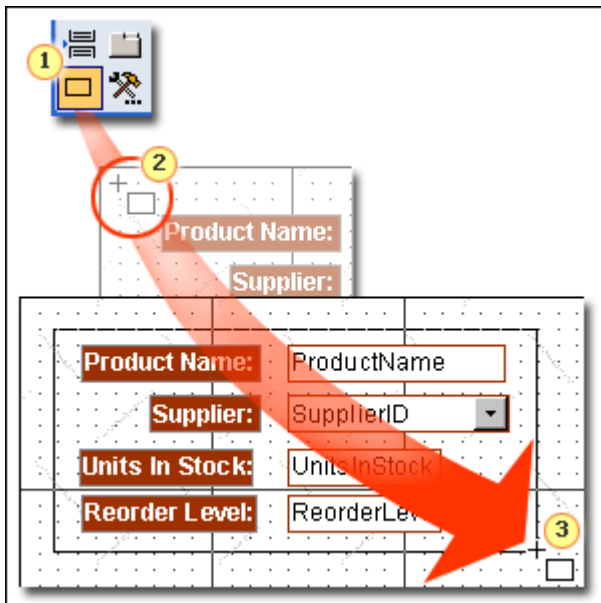


Training


Quick Reference Card - Combo boxes, list boxes, and other controls

Add controls in Design view



- 1 Click a control in the Toolbox to select it.
- 2 When you point to the grid in Design view, the control you selected becomes visible next to the pointer.
- 3 Click on the grid to insert the control.

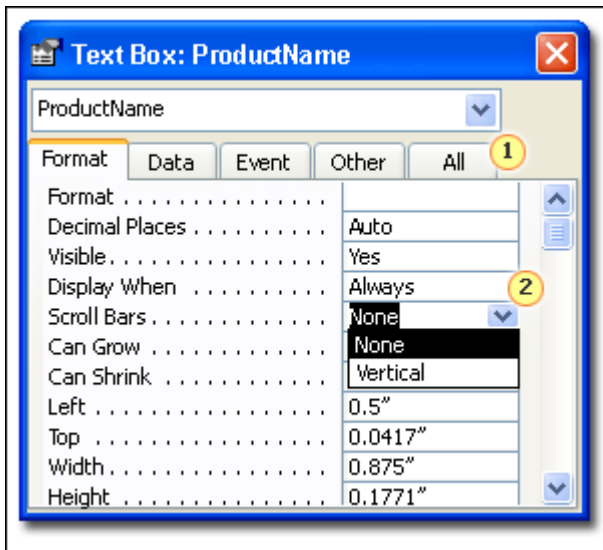
Click the control in the Toolbox. Click the place where you want to add it. To change the size of a control while adding it, drag after the second click.


Turn the control wizards on (or off) by clicking the **Control Wizards** button  in the Toolbox.

Bind controls

Use the field list, which you can open from the **View** menu. Click a control in the Toolbox, click a field in the field list, and then drag the control onto the grid to insert it.

Set control properties



Select a control and click the **Properties** button .

When you click a property name or box, you may see an arrow or three dots. Click the arrow or the dots to choose or build settings for the property.

To learn more about a property, click its name or box and then press F1.

The properties of a text box control.

- 1 Related properties are grouped under tabs.
- 2 Clicking the arrow shows choices for scroll bars.

Select controls

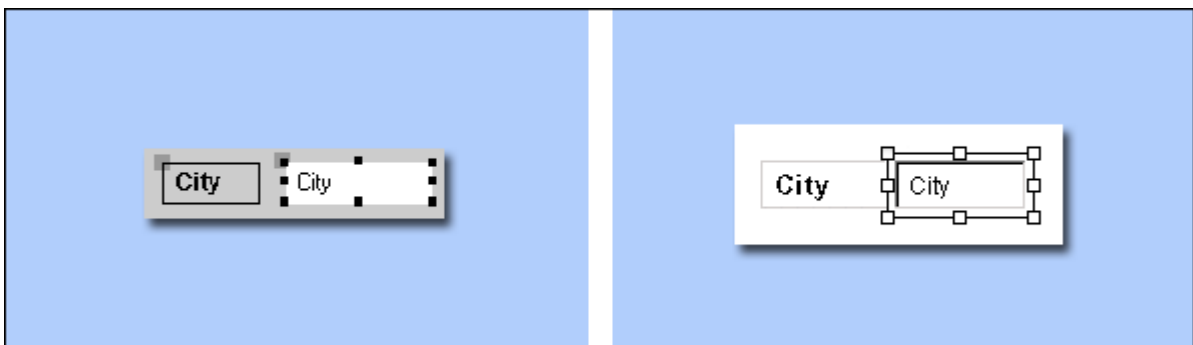
To select a control, click it. Small square **handles** will appear around the selected control.

To select several controls at once, hold down the SHIFT key while clicking each control you want.

Resize controls

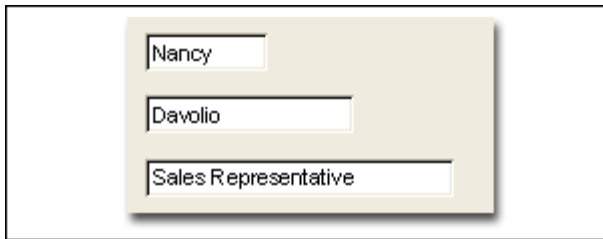
Select a control, point to its border until you see an arrow, and then drag the arrow.

Use the **Size** command on the **Format** menu to match the size of a selected control to its text, the grid, or the size of another selected control.



Control and label selected in a form or report and selected in a data access page.

Arrange controls



Controls aligned along their left sides.

To move a control, point to its border until you see a hand, and then drag the hand.

To align two or more controls along one side, select them, and then, on the **Format** menu, click the **Align** command to choose the side.

Format controls



The condition: fewer than 40. The formatting: heavy yellow numbers on a black background.

To change the look of a control, select it in Design view, and choose from the buttons on the **Formatting Form/Report** toolbar. (If you don't see the toolbar, use the **Toolbars** command on the **View** menu.)

To apply conditional formatting, select a control and on the **Format** menu, click **Conditional Formatting** to open that dialog box.